DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
PROGRAM PLAN	DID-M001

3. DESCRIPTION/PURPOSE	4. APPROVAL DATE
3.1 The Program Plan describes and depicts the Contractor's management structure. **3.2** The Program Plan provides current information which is used to describe the approach, resources, and needs of the contractor to perform the management effort.	7/19/10

5. RESPONSIBLE OFFICE
FAA Logistics Center

6. REFERENCE
AMS

7. APPLICATION/INTERRELATIONSHIP
This Data Item Description (DID) contains the format and preparation instructions for the Data Product generated by the Specific and Discrete Task Requirements as delineated in the Contract.

10. PREPARATION INSTRUCTIONS

10.1 <u>Format.</u> The Program Plan format shall be contractor selected. The submission shall be 8 1/2 by 11 inch paper. One way foldouts may be used for graphic material.
Written documents shall be furnished in the following format:
   a)   Hard copy on 8.5" x 11" paper.
   b)   Hard copy drawing inserts maximum 11" x 17".
   c)   Soft copy MS Word, Windows 2003 version for text.
   d)   Drawings could be PDF files or graphic inserts into Word documents.

10.2 <u>Content.</u> The Program Plan shall provide information on the contractor's organization, practices and techniques to be used in managing the Program, specifically Management of Subcontracts.

10.2.1 The Plan shall specifically contain the following:

   a. A Chart showing the Structure of the Program Organization by Title and Name. Identify the Program Office, Support contractor's, and Major Subcontractors.

   b. A Chart showing the Relationship of the Program Functions to the Functional Organizations indicating Lines of Authority and Communications